

Attachment E4: Trip Report

MEMORANDUM FOR: Elizabeth Moore
Chief
Conservation Policy and Planning Branch

FROM: [participants]

SUBJECT: [trip]

Please see the attached trip report detailing [trip]. The attached contains details of the trip along with an analysis of the lessons learned and benefits of the trip to the National Marine Sanctuary Program. [other information as necessary]

TRIP REPORT, ANALYSIS, AND RECOMMENDATIONS

[participants], NOAA National Marine Sanctuary Program

[trip]

[dates of trip]

Summary

Background

[background of trip] The purpose of this visit was to ____.

Purpose & Objectives

The overall objective was to _____.

Outcomes

In general, the exchange resulted ____.

Schedule and Activities Conducted

This schedule summarizes the major daily events during the trip. Not included are any follow-up meetings, lunches with staff, or other brief touches with other staff members we made as we had the opportunity:

Date 1

1. Meeting 1. Summary

2. Meeting 2. Summary

3. *Meeting n.* Summary.

Date 2

1. *Meeting 1.* Summary

2. *Meeting 2.* Summary

3. *Meeting n.* Summary.

Date n

1. *Meeting 1.* Summary

2. *Meeting 2.* Summary

3. *Meeting n.* Summary.

Analysis of the Exchange and benefits to NMSP

[basic summary of purpose and benefits]

Topic 1

Analysis. [Summary what was learned under this topic and how it relates to your work at NMSP.]

Action. [Description of how you will apply the lesson learned to your work at NMSP under this topic.]

Topic 2

Analysis. [Summary what was learned under this topic and how it relates to your work at NMSP.]

Action. [Description of how you will apply the lesson learned to your work at NMSP under this topic.]

Topic n

Analysis. [Summary what was learned under this topic and how it relates to your work at NMSP.]

Action. [Description of how you will apply the lesson learned to your work at NMSP under this topic.]

Recommendations

[Use this section to provide recommendations on the project associated with the trip or any other appropriate recommendations]

General

- 1.
- 2.
- n.

Logistics

- 1.
- 2.
- n.